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SAN FRANCISCO LAW LIBRARY

ANNUAL REPORT OF THE
LIBRARIAN-SECRETARY

1971 – 1972

1974 – 1975

1976 – 1977

1987 – 1988

Reports for the intervening years are not available.

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**SAN FRANCISCO
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SAN FRANCISCO LAW LIBRARY
ANNUAL REPORT OF THE LIBRARIAN-SECRETARY

San Francisco, California
Fiscal year
July 1, 1971 - June 30, 1972

To the Board of Trustees of
the San Francisco Law Library

Gentlemen:

The Librarian-Secretary of the San Francisco Law Library herewith presents his report of the administration of the Law Library for the fiscal year July 1, 1971, to June 30, 1972.

INTRODUCTORY

The management and maintenance of the Library and the policy heretofore established and approved by the Board has been the guide of the Librarian-Secretary.

ADMINISTRATIVE AFFAIRS

Income and Disbursements

The year's receipts from Superior and Municipal Court filing fees were \$208,603.00 in 1971-72 as compared with \$232,117.50 in 1970-71 and \$236,945.50 in 1969-70. The 1970-71 fees collected were approximately \$4,000. less than those collected in the 1969-70 period, and the 1971-72 fees were approximately \$24,000. less than those collected in the 1970-71 period. Other income from interest on U. S. Bonds, interest on Utility Bonds, interest on Savings Accounts, income from Coin Copies Inc. copying machines, public telephone, dividend State Compensation Insurance Fund, and refunds amounted to \$18,022.62. The total income, excluding appropriations from the City and County, was \$226,625.62.

Expenditures from library funds including the cost of the Mills Branch administration totaled \$232,968.03. These expenditures consisted of \$138,677.08 for the purchase of legal material and maintenance of the main and branch libraries, and \$94,290.95 for salaries, social security expense and hospitalization. A deficit of expenditures over filing fee income of approximately \$24,000. necessitated reduction of our reserves by the amount of \$15,000. and expenditure of approximately \$9,000. of interest income to pay our bills. A breakdown of costs follows:

Disbursements from Law Library Funds
Fiscal year 1971-1972

Salaries				
City Hall		\$60,805.83		
Mills Branch		<u>28,139.50</u>		
Carried from June 1971				
Social Security		\$795.20		
Withholding tax		<u>1,022.30</u>	\$90,762.83	
Less:				
June 1972 carried forward				
Social Security		\$824.25		
Federal withholding tax		1,168.80		
California " "		<u>125.60</u>	-2,118.65	\$88,644.18
Social Security Tax Expense				2,692.90
Hospitalization Expense				2,953.87
 Operating Expenses				
City Hall				
Materials & supplies		\$444.90		
Parcel Post & drayage		447.39		
Insurance		<u>3,878.14</u>		4,770.43
Mills Branch				
Materials & supplies		\$ 6.29		
Telephone		388.65		
Income public telephone		35.47		
Rent		<u>16,200.00</u>		16,630.41
 Equipment purchases				
City Hall				391.67
 Miscellaneous				
City Hall		\$ 1,122.18		
Refund Bureau of Nat. Affairs		60.00		
Refund lost book		27.93		
Refund lost book		26.38		
Dividend Comp. Insur. Fund		<u>11.86</u>		1,248.35
Miscellaneous Mills Branch				245.27
 Operating Cost of Library				
City Hall				
Books		\$77,400.78		
Bookbinding		<u>11,312.45</u>		88,713.23
Mills Branch				
Books		25,695.09		
Bookbinding		<u>747.63</u>		26,442.72
 Refunds				
Superior Court				215.00
Municipal Court				20.00
				<u>\$232,968.03</u>
 Total Expenditures, City Hall	\$163,628.78			
Total Expenditures, Mills Br.	<u>71,457.90</u>		\$235,086.68	
Less: June 1972 carried forward				
Social Security		\$824.25		
Withholding tax (Fed.)		1,168.80		
" " (Calif.)		<u>125.60</u>	-2,118.65	\$232,968.03

The expenditure from library funds of \$232,968.03 compares with \$222,885.00 for the previous fiscal year, an increase of \$10,083.03.

The City and County appropriation for 1971-72 was \$48,041.05.

ACQUISITIONS

The Main Library's collection at the close of the fiscal year June 30, 1972, numbered 202,586 accessions, an increase of 3,058 volumes over last year.

The Mills Branch collection at the close of the fiscal year numbered 37,568 volumes. A total of 766 new accessions was added during the year.

The combined collection of the Main and Mills Branch Libraries consists of 240,154 volumes.

Briefs and transcripts received from the following sources accounted for volumes as noted:

U. S. Supreme Court Records	216
U. S. Court of Appeals	45
California District Court of Appeal Records	132
California Supreme Court Records	15
U. S. Court of Customs & Patent Appeals	5
	<u>413</u>

Donations amounted to 26 volumes.

The remaining volumes generally may be classified as follows:

American Statutes	586
American Reports	1,090
American Periodicals	459
American Texts	578
American Digests	133
British Commonwealth Statutes	65
British Commonwealth Reports	88
British Commonwealth Periodicals	29
British Commonwealth Texts	11
British Commonwealth Digests	4
Other Foreign Statutes	50
Other Foreign Reports	41
Other Foreign Periodicals	27
Other Foreign Texts	4
Attorneys' General Reports	56
Bar Associations & Judicial Councils	72
Shepard's Citators	33
Directories	22
Encyclopedias General	2
Encyclopedias Legal	<u>35</u>
	3,385

Loose leaf services published by Butterworth & Co., Carswell, Commerce Clearing House, Dennis & Co., Prentice-Hall Inc., Rabkin & Johnson, Rules Service Co., Bureau of National Affairs, Gower Federal Service, Matthew Bender, Callaghan & Co., Research Institute of America, Pike & Fisher, and the Foreign Tax Law Assn. currently maintained at the City Hall, number 77. Loose leaf services at the Mills Branch number 23.

Subscriptions to legal periodicals are as follows:

City Hall	
American	496
British Commonwealth	75
Other foreign	36
Mills Branch	
American	48
	<hr/>
	655

INVESTMENTS AND RESOURCES

Investment:

The investment of the library in books and bookbinding, at the close of the fiscal year, totals \$2,218,985.40.

Resources:

The financial resources of the library as of June 30, 1972, are:

Utility Bonds	\$170,000.00
U. S. Savings Bonds	60,000.00
Money on deposit in Savings Banks	13,519.50
Bal. Com. a/c June 30, 1972	\$9,387.32
Less checks outstanding 6/30/72	<u>-3,175.33</u>
LEDGER BALANCE	6,211.99
Balance on deposit in revolving fund	1,500.00
Photocopier change fund	<u>40.00</u>
	<hr/>
	\$251,271.49

These resources have been accumulated over the many years since the library's destruction by earthquake and fire in 1906.

MILLS BRANCH LIBRARY

This has been the twenty-third year of Branch operation and the total expenditures were \$71,457.90 with a breakdown as follows:

Books and bookbinding	\$26,442.72
Salaries	28,139.50
Miscellaneous	245.27
Materials & supplies	6.29
Telephone	388.65
Income public telephone	35.47
Rent	<u>16,200.00</u>
	<hr/>
	\$71,457.90

The Branch hours are:

9:00 A.M. to 10:00 P.M.	Monday through Friday
9:00 A.M. to 5:30 P.M.	on Saturdays
12:00 noon to 4:00 P.M.	Sundays and holidays
Closed Christmas, New Years, 4th of July, and Thanksgiving.	

ACKNOWLEDGMENT

Acknowledgment is due the officers and the Executive Committee of the Board of Trustees for their cooperation and the generous expenditure of their time and energy for the Library's welfare; and also to the library staff individually and as a unit for their fidelity and loyal service.

Respectfully submitted,

HAROLD E. ROWE
Librarian-Secretary.

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SUPPLEMENTAL REPORT
City and County of San Francisco
Fiscal Appropriations

The foregoing report concerns only the administration of funds received by the library from filing and appearance fees as provided by statute, interest on U. S. Bonds, Utility Bonds, interest on savings accounts, income, Coin Copies Inc. Copying Machines and Miscellaneous income.

In addition thereto, the City and County of San Francisco fiscal appropriation, 1971-72, amounted to \$48,041.05. Of that sum \$47,112.05 was for salaries. Of the remainder \$209.00 was for materials and supplies, \$510.00 for telephone service, \$150.00 for postage, and \$60.00 for reproduction of records.

RECEIPTS AND DISBURSEMENTS FROM LIBRARY
FUNDS AND CITY AND COUNTY APPROPRIATIONS
FOR THE FISCAL YEAR JULY 1, 1971 - JUNE 30, 1972

Receipts

Superior Court Filing Fees	\$123,695.00
Municipal Court Filing Fees	<u>84,908.00</u>
Total Filing Fees	\$208,603.00
Interest Bonds and Notes	16,674.40
Interest Regular Savings	359.04
Income, Coin Copies Inc., Copying Machines	827.54
 Miscellaneous Income:	
Refund Bureau of National Affairs	\$ 60.00
Telephone Mills Branch	35.47
State Comp. Ins. Fund	11.86
Refund lost book	27.93
Refund lost book	<u>26.38</u>
Total Miscellaneous Income	161.64
Transfer from savings accounts	15,000.00
 City and County Appropriations:	
Salaries	\$47,112.05
Materials and supplies	209.00
Postage & reproduction of records	210.00
Telephone	<u>510.00</u>
Total City Appropriations	<u>48,041.05</u>
 TOTAL RECEIPTS 1971-1972	\$289,666.67
ADD: Ledger Balance Commercial Account 6/30/71	<u>782.84</u>
 TOTAL	\$290,449.51

DISBURSEMENTS

Law Library funds	\$232,968.03
City & County Appropriations-Expended:	
Salaries	\$47,112.05
Materials & supplies	126.91
Telephone	544.40
Postage & reproduction of records	223.10
Total expenditures City & County	<u>48,006.46</u>

During 1971-72 \$57.09 was transferred from Materials & Supplies Account to Telephone Account, and \$25.00 from Materials & Supplies Account to Reproduction of Records Account.

City & County Appropriations - Unused:	
Telephone	\$22.69
Reproduction of Records	<u>11.90</u>
Total return to City & County	\$34.59
TOTAL DISBURSEMENTS CROCKER COMM. A/C	
& City & County Appropriations	

ADD:	
Interest Bonds & Notes deposited to regular savings	2,869.40
Interest - regular savings remaining on deposit	359.04
Ledger balance commercial a/c 6/30/72	<u>6,211.99</u>
TOTAL	\$290,449.51

CITY AND COUNTY APPROPRIATION
FOR THE FISCAL YEAR 1972-1973

The Board of Supervisors of the City and County of San Francisco has appropriated in the 1972-73 budget a total of \$56,699.00, consisting of \$48,730.00 for salaries, \$490.00 for telephone service, \$209.00 for stationery and office supplies, \$100.00 for postage, \$60.00 for reproduction of records and \$7,110.00 for mandatory fringe benefits (social security and retirement).

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San Francisco Law Library

436 CITY HALL
SAN FRANCISCO, CALIFORNIA 94102

August 18, 1975

Annual Report
1974-75

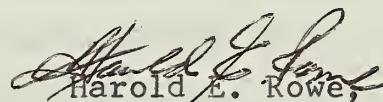
Hon. Joseph L. Alioto
Mayor
City and County of San Francisco
200 City Hall
San Francisco, California 94102

Dear Sir:

Pursuant to your memorandum dated August 7, 1975 concerning your annual report to the Board of Supervisors, as required by Section 3.100 of the Charter, I am enclosing herewith two copies of the Annual Reports of the Librarian and the Treasurer of the San Francisco Law Library for the period July 1, 1974 to June 30, 1975.

Our principal problem, along with those of other City offices, concerns the lack of a proper facility to provide the services which are increasingly being required by the Bench and Bar, Federal, State and Local Officials and the citizens of the City and County of San Francisco.

Respectfully yours,


Harold E. Rowe,
Librarian-Secretary

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SAN FRANCISCO LAW LIBRARY
ANNUAL REPORT OF THE LIBRARIAN-SECRETARY

San Francisco, California
Fiscal year
July 1, 1974 - June 30, 1975

To the Board of Trustees of
the San Francisco Law Library

Gentlemen:

The Librarian-Secretary of the San Francisco Law Library herewith presents his report of the administration of the Law Library for the fiscal year July 1, 1974, to June 30, 1975.

INTRODUCTORY

The management and maintenance of the Library and the policy heretofore established and approved by the Board has been the guide of the Librarian-Secretary.

ADMINISTRATIVE AFFAIRS

Income and Disbursements

The year's receipts from Superior and Municipal Court filing fees were \$231,657.00 as compared with \$227,216.50 for the fiscal year 1973-1974. Other income from interest on U. S. Bonds, interest on Utility Bonds, interest on Savings Accounts, and miscellaneous income amounted to \$22,631.99. The total income, excluding appropriations from the City and County, was \$254,288.99.

Expenditures from Library funds including the cost of the Mills Branch administration totaled \$256,368.20. These expenditures consisted of \$152,399.26 for the purchase of legal material and maintenance of the main and branch libraries, and \$103,968.94 for salaries, social security expense and hospitalization. A breakdown of costs follows:

Disbursements from Law Library Funds
Fiscal Year 1974 - 1975

Salaries			
City Hall	\$63,443.82		
Mills Branch	33,299.42		
Carried from June 1974			
Social Security	830.01		
Withholding Tax (Fed.)	1,193.60		
Withholding Tax (Calif.)	<u>141.30</u>	\$98,908.15	
Less:			
June 1975 carried forward			
Social Security	926.80		
Withholding Tax (Fed.)	1,175.60		
Withholding Tax (Calif.)	<u>169.80</u>	-2,272.20	\$96,635.95
Social Security Tax Expense			3,368.71
Hospitalization Expense			3,964.28
Operating Expenses			
City Hall			
Materials & Supplies	1,576.40		
Parcel Post & Drayage	360.97		
Insurance	<u>4,838.24</u>		6,775.61
Mills Branch			
Materials & Supplies	58.78		
Telephone	473.79		
Rent	<u>16,200.00</u>		16,732.57
Miscellaneous Expenses			
City Hall	1,053.06		
Mills Branch	102.83		1,155.89
Operating Cost of Library			
City Hall			
Books	76,996.85		
Estimated Cost of 1026 vols. sold to W.S.Hein	6,669.00		
Estimated Cost of 273 v. sold to Golden G.Univ.Lib.	1,774.50		
Bookbinding	<u>11,226.71</u>		96,667.06
Mills Branch			
Books	29,897.18		
Bookbinding	<u>890.45</u>		30,787.63
Refunds			
Superior Court			253.00
Municipal Court			<u>27,50</u>
			<u>\$256,368.20</u>
TOTAL EXPENDITURES			
City Hall	177,717.95		
Mills Branch	<u>80,922.45</u>	258,640.40	
Less: June 1975 carried forward			
Social Security	\$926.80		
Withholding Tax (Fed.)	1,175.60		
Withholding Tax (Calif.)	<u>169.80</u>	- 2,272.20	<u>\$256,368.20</u>

The expenditure from library funds of \$256,368.20 compares with \$234,266.06 for the previous fiscal year, an increase of \$22,102.14.

The City and County appropriation for 1974-75 was \$54,720.85. An additional expenditure of \$12,103.00 by the City and County covers mandatory fringe benefits (social security and retirement).

ACQUISITIONS

The Main Library's accessions at the close of the fiscal year June 30, 1975 numbered 211,547 an increase of 2,926 volumes over last year. Obsolete volumes and volumes sold from the years 1906 through June 30, 1975 total 8,356, reducing the Main Library's collection to 203,191 volumes.

The Mills Branch collection at the close of the fiscal year numbered 39,627 volumes. A total of 710 new accessions was added during the year.

The combined collection of the Main and Mills Branch Libraries consists of 242,818 volumes.

Briefs and transcripts received from the following sources accounted for volumes as noted:

U. S. Court of Appeals	81
California District Court of Appeal Records	86
California Supreme Court Records	3
U. S. Court of Customs & Patent Appeals - Customs	5
	<u>175</u>

Donations amounted to 29 volumes.

The remaining volumes generally may be classified as follows:

American Statutes	636
American Reports	962
American Periodicals	588
American Texts	567
American Digests	127
British Commonwealth Statutes	62
British Commonwealth Reports	88
British Commonwealth Periodicals	54
British Commonwealth Texts	4
British Commonwealth Digests	7
Other Foreign Statutes	16
Other Foreign Reports	26
Other Foreign Periodicals	39
Other Foreign Texts	1
Attorneys' General Reports	49
Bar Associations & Judicial Councils	87
Shepard's Citators	27
Directories	24
Encyclopedias General	1
Encyclopedias Legal	<u>67</u>
	3,432

Loose leaf services published by Commerce Clearing House, Dennis & Co., Prentice-Hall Inc., Jury Verdicts Research Inc., Bureau of National Affairs, Matthew Bender, Callaghan & Co., Public Law Education Institute, Pike & Fisher, and the Foreign Tax Law Assn. currently maintained at the City Hall number 72. Loose leaf services at the Mills Branch number 19.

Subscriptions to legal periodicals are as follows:

City Hall	
American	465
British Commonwealth	50
Other foreign	31
Mills Branch	
American	40
	586

INVESTMENTS AND RESOURCES

Investment:

The investment of the library in books and bookbinding at the close of the fiscal year totals \$2,563,960.56

Resources:

The financial resources of the library as of June 30, 1975, are:

Utility Bonds	\$170,000.00
U. S. Savings Bonds	55,000.00
Money on deposit in Savings Banks	34,869.80
Bal. Comm. a/c June 30, 1975	\$11,939.01
Less checks out June 30, 1975	<u>3,380.76</u>
LEDGER BALANCE	8,558.25
Balance on deposit in Revolving Fund	1,500.00
Photocopier change fund	<u>40.00</u>
	\$269,968.05

These resources have been accumulated over the many years since the library's destruction by earthquake and fire in 1906.

MILLS BRANCH LIBRARY

This has been the twenty-sixth year of Branch operation and the total expenditures were \$80,922.45 with a breakdown as follows:

Books and Bookbinding	\$30,787.63
Salaries	33,299.42
Miscellaneous	102.83
Materials & Supplies	58.78
Telephone	473.79
Rent	<u>16,200.00</u>
	\$80,922.45

The Branch hours are:

9:00 A.M. to 10:00 P.M. Monday through Friday
9:00 A.M. to 5:30 P.M. on Saturdays
12:00 M. to 4:00 P.M. Sundays and holidays
Closed Christmas, New Years, 4th of July, and Thanksgiving.

ACKNOWLEDGMENT

Acknowledgment is due the officers and the Executive Committee of the Board of Trustees for their cooperation and the generous expenditure of their time and energy for the Library's welfare; and also to the library staff individually and as a unit for their fidelity and loyal service.

Respectfully submitted,

HAROLD E. ROWE
Librarian-Secretary.

SUPPLEMENTAL REPORT
 City and County of San Francisco
Fiscal Appropriations

The foregoing report concerns only the administration of funds received by the library from filing and appearance fees as provided by statute, interest on U. S. Bonds, Utility Bonds, interest on savings accounts, income, Coin Copies Inc. Copying Machines and Miscellaneous income.

In addition thereto, the City and County of San Francisco fiscal appropriation, 1974-75, amounted to \$54,720.85. Of that sum \$53,587.00 was for salaries. Of the remainder \$200.00 was for materials and supplies, \$730.85 for telephone service, \$150.00 for postage, and \$53.00 for reproduction of records.

RECEIPTS AND DISBURSEMENTS FROM LIBRARY
 FUNDS AND CITY AND COUNTY APPROPRIATIONS
 FOR THE FISCAL YEAR JULY 1, 1974 - June 30, 1975

RECEIPTS

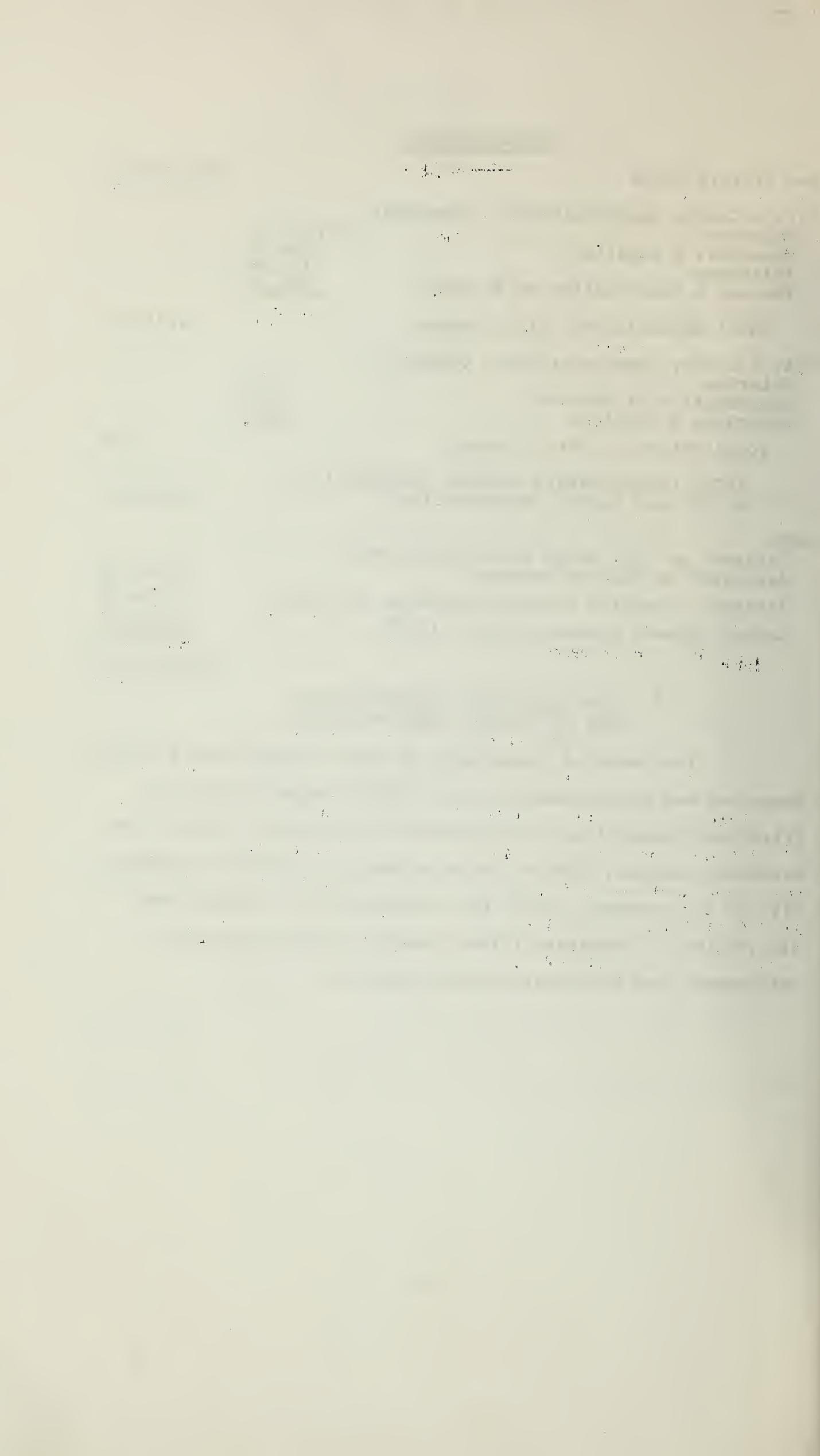
Law Library Funds	
Superior Court Filing Fees	\$148,396.00
Municipal Court Filing Fees	<u>83,261.00</u>
	\$231,657.00
Interest on U.S. Bonds and Utility Bonds	17,433.80
Interest on Savings Accounts	1,704.68
Miscellaneous Income	
Income, Copying Machine - City Hall	\$836.61
Income, Copying Machine - Mills Branch	523.86
Income, Public Telephone - Mills Branch	54.34
Proceeds of sale of books to W.S.Hein Co.	1,795.00
Proceeds of sale of books to Golden Gate U.	273.00
Refund, Discontinued periodical	7.50
Refund, lost book	<u>3.20</u>
Total, Miscellaneous Income	3,493.51
Transfer from Crocker Savings to Commercial Account	5,000.00
City and County Appropriations	
Salaries	\$53,587.00
Materials & Supplies	200.00
Postage & Reproduction of Records	203.00
Telephone	<u>730.85</u>
Total City and County Appropriation	<u>54,720.85</u>
TOTAL RECEIPTS 1974-1975	\$314,009.84
Add: Ledger Balance Commercial Account 6/30/74	<u>8,756.09</u>
	\$322,765.93

DISBURSEMENTS

Law Library Funds	\$256,368.20
City & County Appropriations - Expended:	
Salaries	\$53,585.91
Materials & Supplies	194.37
Telephone	730.85
Postage & Reproduction of Records	<u>201.40</u>
Total Expenditures City & County	54,712.53
City & County Appropriations - Unused:	
Salaries	1.09
Reproduction of Records	1.60
Materials & Supplies	<u>5.63</u>
Total Return to City & County	8.32
TOTAL DISBURSEMENTS CROCKER COMMERCIAL A/C	
& City and County Appropriations	311,089.05
ADD:	
Interest on U.S. Bonds and Utility Bonds deposited to Regular Savings	1,413.95
Interest - Regular Savings remaining on deposit	1,704.68
Ledger Balance Commercial a/c 6/30/75	<u>8,558.25</u>
	\$322,765.93

CITY AND COUNTY APPROPRIATION
FOR THE FISCAL YEAR 1975-1976

The Board of Supervisors of the City and County of San Francisco has appropriated in the 1975-76 budget a total of \$71,895.00, consisting of \$58,033.00 for salaries, \$680.00 for telephone service, \$200.00 for stationery and office supplies, \$150.00 for postage, \$50.00 for reproduction of records and \$12,782.00 for mandatory fringe benefits (social security, retirement, and the health service system).



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REPORT OF THE TREASURER

San Francisco, California
June 30, 1975

To the Board of Trustees of the
San Francisco Law Library

Gentlemen:

The Treasurer herewith files the following report of the financial affairs of the San Francisco Law Library for the fiscal year July 1, 1974, through June 30, 1975.

The moneys received by the Treasurer consist of filing and appearance fees collected by the County Clerk and the Clerk of the Municipal Court, interest on United States Bonds and Utility Bonds owned by the Library, interest on Savings accounts of the Library, and other miscellaneous income.

The total receipts from such sources during the said period, July 1, 1974, to June 30, 1975 inclusive, are as follows:

Filing and appearance fees:

Superior Court	\$148,396.00
Municipal Court	<u>83,261.00</u>
	\$231,657.00

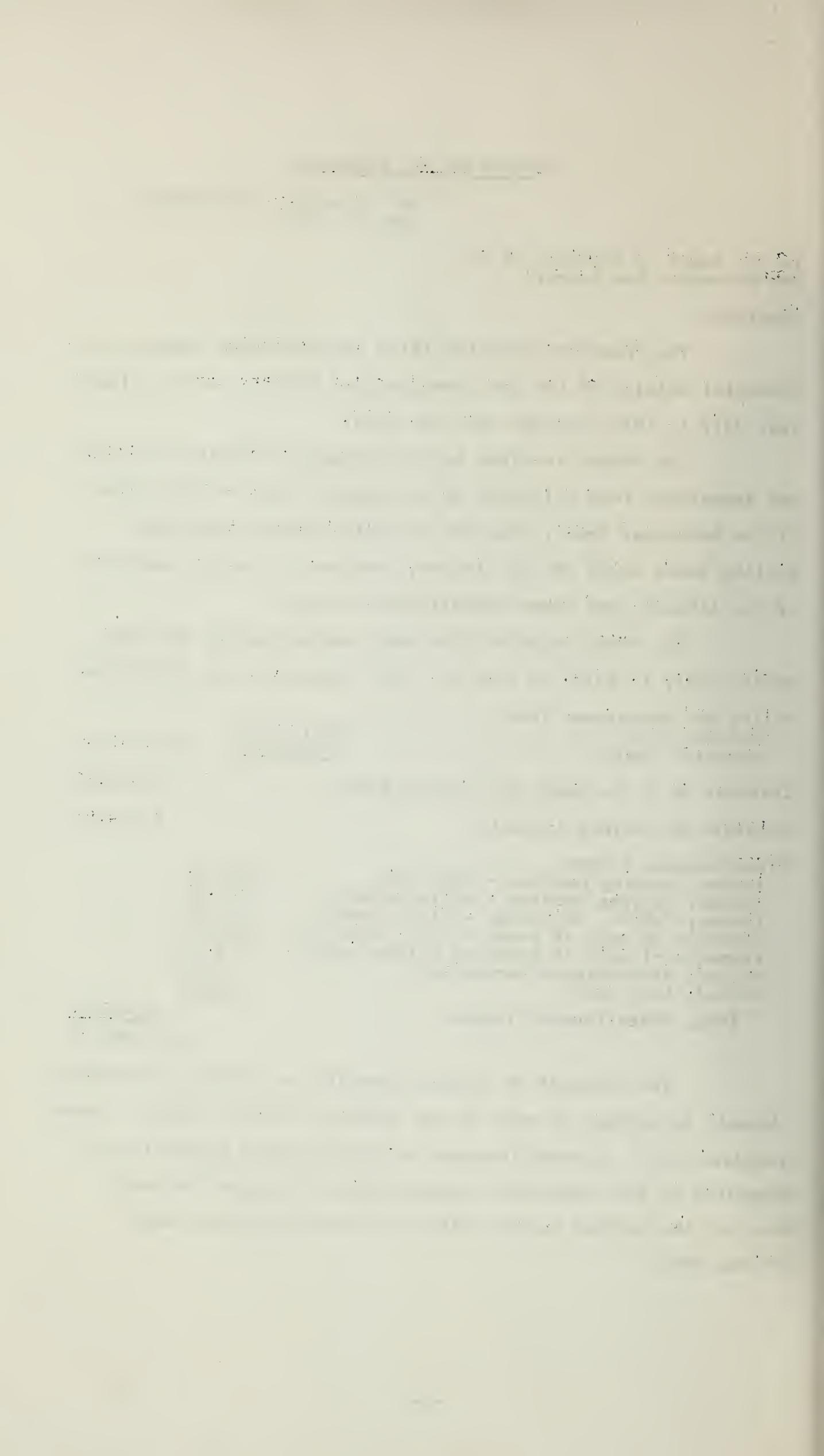
Interest on U. S. Bonds and Utility Bonds	17,433.80
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Interest on Savings Accounts	1,704.68
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Miscellaneous Income

Income, Copying Machine - City Hall	\$836.61
Income, Copying Machine - Mills Branch	523.86
Income, Public Telephone - Mills Branch	54.34
Proceeds of sale of books to W.S. Hein Co.	1,795.00
Proceeds of sale of books to Golden Gate U.	273.00
Refund, discontinued periodical	7.50
Refund, lost book	<u>3.20</u>
Total Miscellaneous Income	<u>3,493.51</u>
	\$254,288.99

The interest on savings deposits is allowed to remain on deposit in savings as part of the Library's reserve funds; checks received for U. S. Bond interest and Utility Bond interest were deposited in the Commercial Account with the Crocker National Bank and the savings account with the Crocker National Bank, Savings Dept.



The financial resources of the Library as of June 30, 1975, are:

Utility Bonds	\$170,000.00
U. S. Savings Bonds	55,000.00
Money on deposit in Savings Banks	34,869.80
Bal. Com. a/c June 30, 1975	\$11,939.01
Less checks out June 30, 1975	<u>-3,380.76</u>
LEDGER BALANCE	
Balance on deposit in Revolving Fund	8,558.25
Photocopier change fund	1,500.00
	<u>40.00</u>
	\$269,968.05

Payments from the Library Funds are made by check and can be signed by any member of the Board of Trustees, based upon warrants certified by the Librarian and issued by any two members of the Board of Trustees.

With this report I submit the following exhibits:

1. All warrants issued covering the fiscal year July 1, 1974, to June 30, 1975.
2. All checks issued on said warrants cancelled and returned as paid, except checks which have not cleared at the date of this report.
3. The books of deposit on accounts with savings banks, to-wit:

Crocker National Bank, Savings Dept., 1 Montgomery.
Hibernia Bank, Main Office.

4. The book of deposit and monthly statements of the Commercial Account rendered during the period accounted for by the commercial depository of the Library Funds, viz.:

The Crocker National Bank of San Francisco, Main Office.

The fees collected by the County Clerk and the Clerk of the Municipal Court are paid by them to the Treasurer of the City and County of San Francisco, and thereafter by him to the Treasurer of the Law Library on City and County warrants issued by the Controller of San Francisco.

STATEMENT OF MONEYS RECEIVED AND EXPENDED
 JULY 1, 1974 - JUNE 30, 1975
 AS SHOWN BY THE LIBRARY'S COMMERCIAL ACCOUNT WITH
 THE CROCKER NATIONAL BANK OF S.F., 1 MONTGOMERY STREET

RECEIPTS

<u>1974</u>		
July	Refund, Discontinued Periodical Subscription	\$7.50
	Superior Court filing & appearance fees (June)	12,666.50
	Municipal " " " " "	7,014.00
Aug.	Income, Public Telephone, Mills Branch	9.28
	Superior Court filing & appearance fees (July)	12,133.00
	Municipal " " " " "	6,649.50
	Proceeds Sale of Books to W.S. Hein Co. (1026 vols.)	1,795.00
Sept.	Income, Photocopy Machines	471.36
	Proceeds Sale of Books to Golden Gate U. (273 vols.)	273.00
	Bond Interest (Duke Power & Chesa. & Potomac Tel.)	1,562.50
	Superior Court filing & appearance fees (Aug.)	13,008.00
	Municipal " " " " "	6,472.00
Oct.	Superior Court " " " " (Sept.)	11,451.00
	Municipal " " " " "	6,144.00
	U. S. Bond Interest	470.10
Nov.	Income, Public Telephone, Mills Branch	10.52
	Superior Court filing & appearance fees (Oct.)	13,145.00
	Municipal " " " " "	7,095.50
	U. S. Bond Interest	632.40
Dec.	Bond Interest (PG&E, PAC.Tel. & Tel., So.Cal.Ed.)	4,218.70
	Superior Court filing & appearance fees (Nov.)	11,781.00
	Municipal " " " " "	6,429.00
<u>1975</u>		
Jan.	Bond Interest (Detroit Edison Co.)	407.50
	Lost Book Refund, Lillick, McHose	3.20
U. S. Bond Interest		636.40
	Superior Court filing & appearance fees (Dec.)	11,550.00
	Municipal " " " " "	6,969.00
	Bond Interest (N.W. Bell & Union Electric Co.)	787.45
	Income, Photocopy Machine - City Hall	236.56
	Income " " Mills Branch	159.56
Feb.	Superior Court filing & appearance fees (Jan.)	12,243.00
	Municipal " " " " "	6,957.50
March	Income, Public Telephone, Mills Branch	13.64
	Bond Interest (Chesa. & Potomac Tel. & Duke Power)	1,562.50
	Superior Court filing & appearance fees (Feb.)	11,396.00
	Municipal " " " " "	6,847.50
April	Income, Photocopy Machines	492.99
	Superior Court filing & appearance fees (March)	13,315.50
	Municipal " " " " "	7,930.50
	U. S. Bond Interest	477.60
	Transfer from Crocker Savings Account	5,000.00
May	Income, Publix Telephone, Mills Branch	12.72
	U. S. Bond Interest	638.40
	Superior Court filing & appearance fees (April)	12,980.00
	Municipal " " " " "	7,770.50
	Superior " " " " (May)	12,727.00
	Municipal " " " " "	6,982.00
June	Bond Interest (PG&E, Pac.Tel.&Tel., So.Cal.Ed.)	4,218.80
	Bond Interest (Detroit Edison Co.)	407.50
	Income, Public Telephone, Mills Branch	8.18
		<u>\$256,170.36</u>

EXPENDITURES

1974

July	Warrant and Check Nos.	8353 - 8412	\$22,026.21
Aug.	" " " "	8413 - 8474	18,226.87
Sept.	" " " "	8475 - 8527	18,717.42
Oct.	" " " "	8582 - 8586	21,442.12
Nov.	" " " "	8587 - 8645	22,925.26
Dec.	" " " "	8646 - 8702	24,598.94

1975

Jan.	"	"	"	"	8703 - 8757	20,407.36
Feb.	"	"	"	"	8758 - 8814	21,512.22
March	"	"	"	"	8815 - 8871	19,292.26
April	"	"	"	"	8872 - 8931	25,008.22
May	"	"	"	"	8932 - 8986	19,268.16
June	"	"	"	"	8987 - 9040	<u>22,943.16</u>
						\$256,368.20

Balance on hand last report 6/30/74 \$8,756.09

Add receipts listed above 256,170.36
\$264,926.45

Less expenditures listed above -256,368.20 = \$8,558.25

RECONCILEMENT WITH BANK BALANCE

June 30, 1975, Balance in Commercial Account
per statement of Crocker National Bank,
1 Montgomery Street \$11,939.01

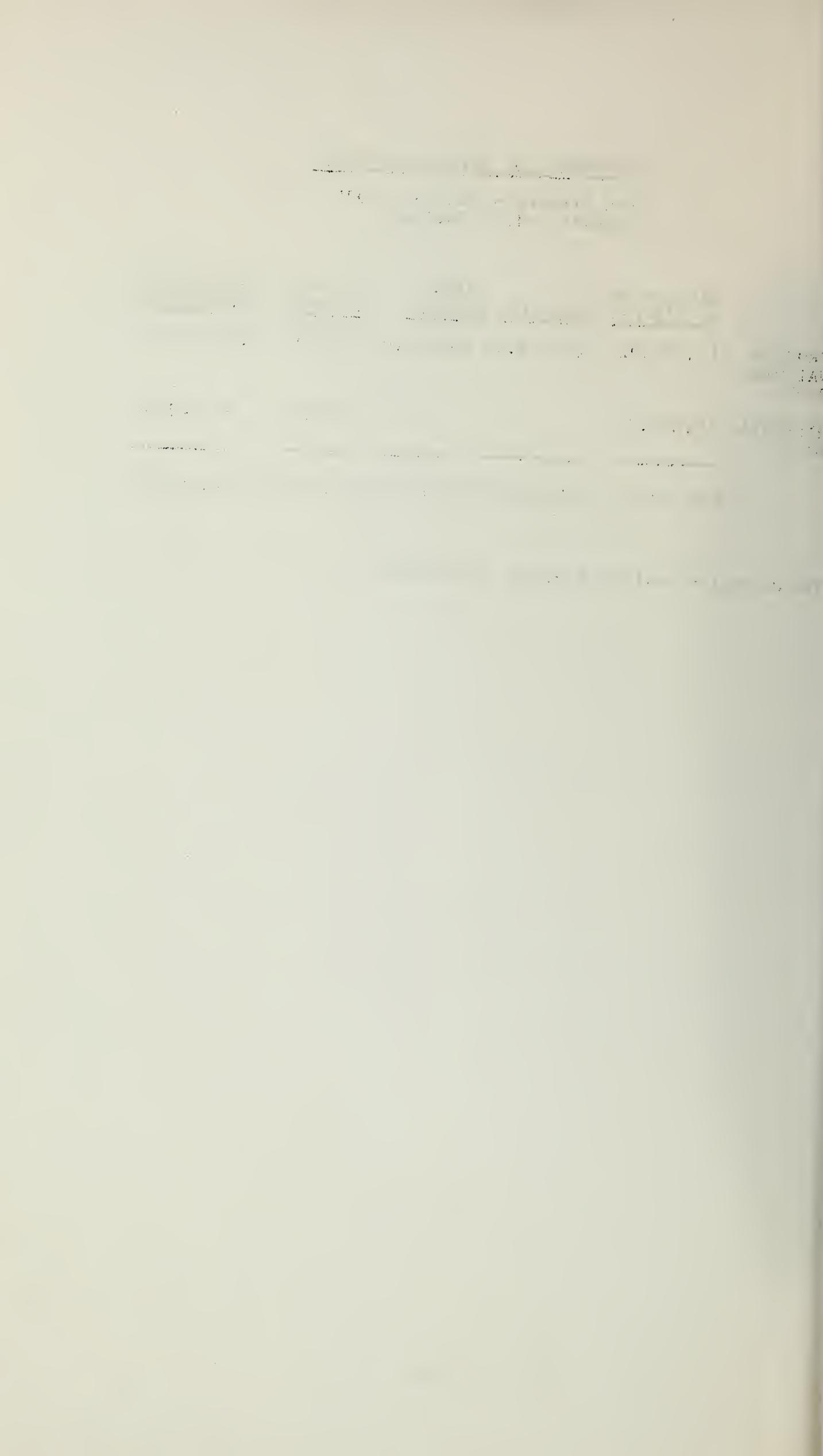
Less: Checks outstanding as of
June 30, 1975 -3,380.76 = \$8,558.25

STATEMENT OF SAVINGS ACCOUNTS

Law Library - June 30, 1975
Regular 4-1/2% Savings

	<u>Balance as of 6/30/74</u>	<u>Deposits</u>	<u>With- drawals</u>	<u>Interest Earned</u>	<u>Balance as of 6/30/75</u>
CROCKER NATIONAL BANK	\$17,394.92	\$1,413.95	\$5,000.00	\$818.87	\$14,627.74
HIBERNIA BANK	19,356.25			885.81	20,242.06
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	\$36,751.17	\$1,413.95	\$5,000.00	\$1,704.68	\$34,869.80

TOTAL Regular 4-1/2% Savings \$34,869.80

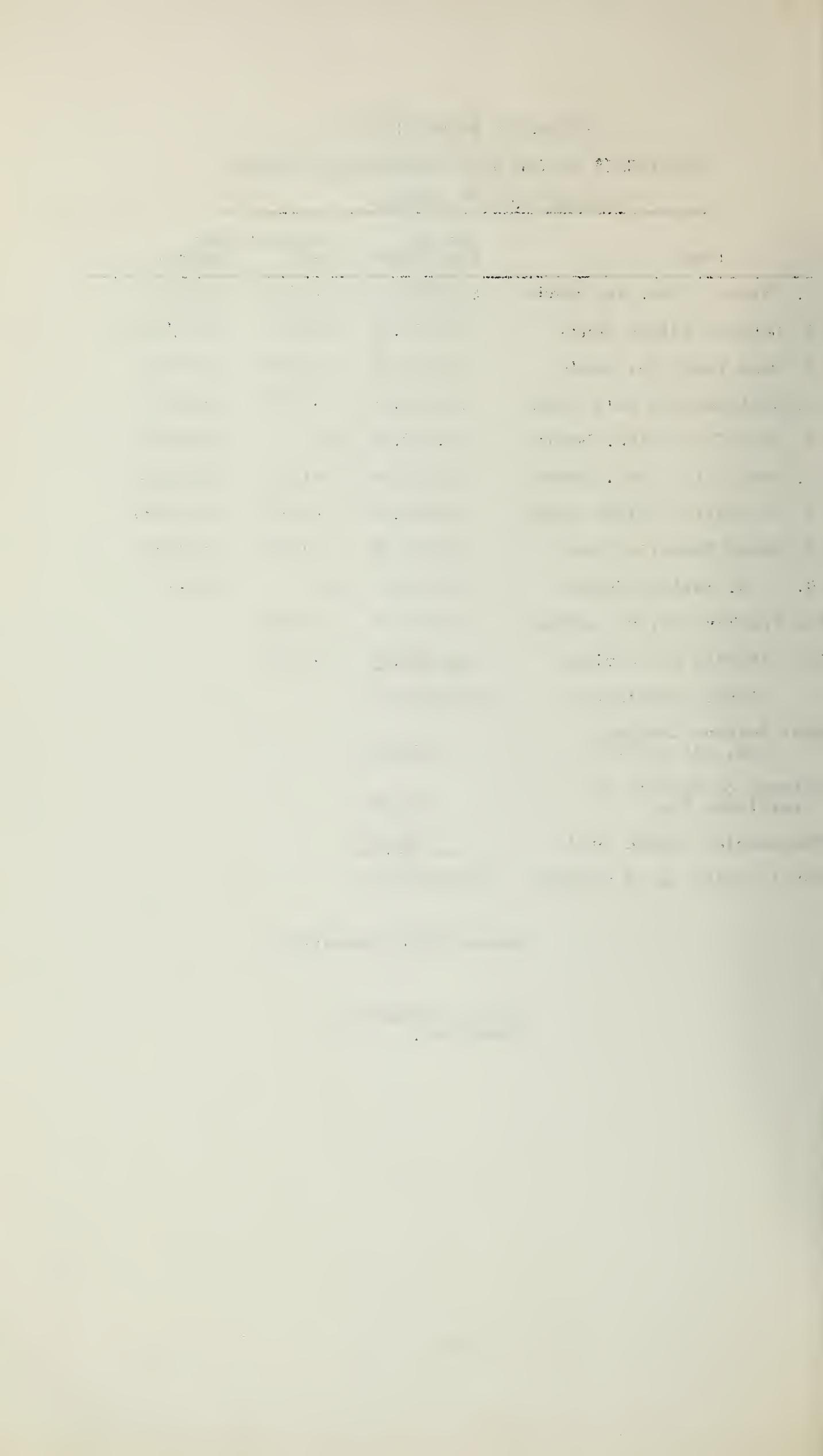


FINANCIAL RESOURCES AND
INVESTMENTS OF THE SAN FRANCISCO LAW LIBRARY
as of June 30, 1975

Item	Par or Face Value	Interest Rate	Date Matures
1. Chesa. & Pot. Va. Bonds	\$10,000.00	8-3/4%	3/1/2010
2. Detroit Edison Bonds	10,000.00	8.15%	12/15/2000
3. Duke Power Co. Bonds	30,000.00	7-1/2%	3/1/2001
4. Northwestern Bell Bonds	10,000.00	7-7/8%	1/1/2011
5. Pac. Gas & Elec. Bonds	50,000.00	8%	6/1/2003
6. Pac. Tel. & Tel. Bonds	40,000.00	9-1/8%	12/1/2004
7. So. Calif. Edison Bonds	10,000.00	7-7/8%	12/1/1995
8. Union Electric Bonds	10,000.00	7-7/8%	1/1/2001
9. U. S. Savings Bonds	55,000.00	6%	1975-77
10. Crocker Nat.Bk. Savings	14,627.74	4-1/2%	
11. Hibernia Bk. Savings	<u>20,242.06</u>	4-1/2%	
Total Investments	\$259,869.80		
Add: Balance Crocker Com. a/c 6/30/75	8,558.25		
Balance on deposit in revolving fund	1,500.00		
Photocopier change fund	<u>40.00</u>		
Total assets as of 6/30/75	\$269,968.05		

Respectfully submitted,

George Liebermann,
Treasurer.



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SAN FRANCISCO LAW LIBRARY
ANNUAL REPORT OF THE LIBRARIAN-SECRETARY

San Francisco, California
Fiscal year
July 1, 1976 - June 30, 1977

To the Board of Trustees of
The San Francisco Law Library

Gentlemen:

The Librarian-Secretary of the San Francisco Law Library herewith presents his report of the administration of the Law Library for the fiscal year July 1, 1976, to June 30, 1977.

INTRODUCTORY

The management and maintenance of the Library and the policy heretofore established and approved by the Board has been the guide of the Librarian-Secretary.

ADMINISTRATIVE AFFAIRS

Income and Disbursements

The year's receipts from Superior and Municipal Court filing fees were \$286,218.00 as compared with \$253,045.50 for the fiscal year 1975-1976. Other income from interest on U. S. Bonds, interest on Utility Bonds, interest on Savings Accounts, and miscellaneous income amounted to \$22,009.43. The total income, excluding appropriations from the City and County, was \$308,227.43.

Net expenditures from Library funds including the cost of The Mills Branch administration totaled \$287,869.26. These expenditures consisted of \$164,175.12 for the purchase of legal material and maintenance of the main and branch libraries, and \$123,694.14 for salaries, social security expense and hospitalization. A breakdown of costs follows:

Disbursements from Law Library Funds
Fiscal Year 1976 - 1977

Salaries			
City Hall	\$71,294.00		
Mills Branch	42,376.87		
Carried from June 1976			
Social Security	988.16		
Withholding Tax (Fed.)	1,327.90		
Withholding Tax (Calif.)	<u>193.90</u>	\$116,180.83	
Less:			
June 1977 carried forward			
Social Security	1,129.14		
Withholding Tax (Fed.)	1,444.70		
Withholding Tax (Calif.)	142.00	-2,715.84	\$113,464.99
Social Security Tax Expense			4,230.02
Hospitalization Expense			5,999.13
Operating Expenses			
City Hall			
Materials & Supplies	756.74		
Parcel Post & Drayage	236.82		
Insurance	<u>714.50</u>		1,708.06
Mills Branch			
Materials & Supplies	230.36		
Telephone	536.43		
Parcel Post & Drayage	2.63		
Rent	<u>16,200.00</u>		16,969.42
Equipment Purchases			
City Hall			1,566.84
Miscellaneous Expenses			
City Hall	1,084.36		
Mills Branch	<u>80.05</u>		1,164.41
Operating Cost of Library			
City Hall			
Books	92,904.17		
Bookbinding	14,120.51		
Mills Branch			
Books	34,608.68		
Bookbinding	<u>785.03</u>		142,418.39
Refunds			
Superior Court			283.00
Municipal Court			65.00
Purchase of U. S. Treasury Notes			<u>63,051.59</u>
			<u>\$350,920.85</u>
TOTAL EXPENDITURES			
City Hall	258,816.64		
Mills Branch	94,820.05	353,636.69	
Less: June 1977 carried forward			
Social Security	1,129.14		
Withholding Tax (Fed.)	1,444.70		
Withholding Tax (Calif.)	142.00	-2,715.84	<u>\$350,920.85</u>

The net expenditure from library funds of \$287,869.26

compares with \$263,194.71 for the previous fiscal year, an increase of \$24,674.55.

The City and County appropriation for 1976-1977 was \$63,030.00. An additional expenditure of \$15,041.00 by the City and County covers mandatory fringe benefits (social security, health service and retirement).

ACQUISITIONS

The Main Library's accessions at the close of the fiscal year June 30, 1977, numbered 217,544 an increase of 3,103 volumes over last year. Obsolete volumes and volumes sold from the years 1906 through June 30, 1977 total 8,557, reducing the Main Library's collection to 208,987 volumes.

The Mills Branch collection at the close of the fiscal year numbered 41,129 volumes. A total of 799 new accessions was added during the year.

The combined collection of the Main and Mills Branch Libraries consists of 250,116 volumes.

Briefs and transcripts received from the following sources accounted for volumes as noted:

U. S. Supreme Court Records	257
U. S. Court of Appeals Records	299
California District Court of Appeal Records	92
California Supreme Court Records	55
U. S. Court of Customs & Patent Appeals - Customs	<u>12</u>
Donations amounted to 42 volumes.	715
The remaining volumes generally may be classified as follows:	
American Statutes	538
American Reports	968
American Periodicals	446
American Texts	536
American Digests	157
British Commonwealth Statutes	49
British Commonwealth Reports	86
British Commonwealth Periodicals	38
British Commonwealth Texts	20
British Commonwealth Digests	22
Other Foreign Statutes	29
Other Foreign Reports	19
Other Foreign Periodicals	19
Other Foreign Texts	3
Attorney' General Reports	44
Bar Associations & Judicial Councils	32
Shepard's Citators	36
Directories	27
Encyclopedias General	1
Encyclopedias Legal	<u>75</u>
	3,145

Loose leaf services published by Commerce Clearing House, Dennis & Co., Prentice-Hall Inc., Jury Verdicts Research Inc., Bureau of National Affairs, Matthew Bender, Callaghan & Co., Pike & Fisher, and the Foreign Tax Law Assn. currently maintained at the City Hall number 68. Loose leaf services at the Mills Branch number 20.

Subscriptions to legal periodicals are as follows:

City Hall	
American	415
British Commonwealth	41
Other foreign	16
Mills Branch	
American	41
	<u>513</u>

INVESTMENTS AND RESOURCES

Investment:

The investment of the library in books and bookbinding at the close of the fiscal year totals \$2,837,542.76.

Resources:

The financial resources of the library as of June 30, 1977, are:

Utility Bonds	\$130,000.00
U. S. Treasury Bonds	20,000.00
U. S. Treasury Notes	80,000.00
Money on deposit in Savings Banks	60,429.33
Bal. Commercial a/c June 30, 1977	\$13,467.36
Less checks out June 30, 1977	- <u>3,251.49</u>
LEDGER BALANCE	10,215.87
Balance on deposit in Revolving Fund	1,500.00
Photocopier change fund	<u>40.00</u>
	\$302,185.20

These resources have been accumulated over the many years since the library's destruction by earthquake and fire in 1906.

MILLS BRANCH LIBRARY

This has been the twenty-eighth year of Branch operation and the total expenditures were \$94,820.05 with a breakdown as follows:

Books and Bookbinding	\$35,393.71
Salaries	42,376.87
Miscellaneous	80.05
Materials & Supplies	230.36
Telephone	536.43
Parcel Post & Drayage	2.63
Rent	<u>16,200.00</u>
	\$94,820.05

The Branch hours are:

9:00 A.M. to 10:00 P.M. Monday through Friday

9:00 A.M. to 5:30 P.M. on Saturdays

12:00 M. to 4:00 P.M. Sundays and holidays

Closed Christmas, New Years, 4th of July, and Thanksgiving.

ACKNOWLEDGMENT

Acknowledgment is due the officers and the Executive Committee of the Board of Trustees for their cooperation and the generous expenditure of their time and energy for the Library's welfare; and also to the library staff individually and as a unit for their fidelity and loyal service.

Respectfully submitted,

HAROLD E. ROWE
Librarian-Secretary.

SUPPLEMENTAL REPORT
City and County of San Francisco
Fiscal Appropriations

The foregoing report concerns only the administration of funds received by the library from filing and appearance fees as provided by statute, interest on U. S. Bonds and Utility Bonds, interest on savings accounts, and miscellaneous income.

In addition thereto, the City and County of San Francisco fiscal appropriation, 1976-77, amounted to \$63,030.00. Of that sum \$61,880.00 was for salaries. Of the remainder \$200.00 was for materials and supplies, \$700.00 for telephone service, \$200.00 for postage, and \$50.00 for reproduction of records.

**RECEIPTS AND DISBURSEMENTS FROM LIBRARY
FUNDS AND CITY AND COUNTY APPROPRIATIONS
FOR THE FISCAL YEAR JULY 1, 1976 - JUNE 30, 1977**

RECEIPTS

Law Library Funds

Superior Court Filing Fees	\$177,028.00
Municipal Court Filing Fees	<u>109,190.00</u>
	<u>\$286,218.00</u>

Interest on U.S. Bonds, Notes and Utility Bonds	16,261.70
---	-----------

Interest on Savings Accounts	2,588.31
------------------------------	----------

Miscellaneous Income

Income, Copying Machine - City Hall	\$1,730.22
Income, Copying Machine - Mills Branch	1,201.57
Income, Public Telephone - Mills Branch	57.02
Refunds	<u>170.61</u>

Total Miscellaneous Income	3,159.42
----------------------------	----------

U.S. Savings Bonds Matured	14,998.00
----------------------------	-----------

Pacific Telephone Debentures Redeemed	42,764.00
---------------------------------------	-----------

Transfer from Crocker Savings to Commercial Account	20,000.00
---	-----------

City and County Appropriations

Salaries	\$61,880.00
Materials & Supplies	200.00
Postage & Reproduction of Records	250.00
Telephone	<u>700.00</u>
Total City & County Appropriation	<u>63,030.00</u>

TOTAL RECEIPTS 1976-1977	\$449,019.43
--------------------------	--------------

Add: Ledger Balance Commercial Account 6/30/76	<u>10,702.30</u>
--	------------------

	\$459,721.73
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DISBURSEMENTS

Law Library Funds \$350,920.85

City & County Appropriations - Expended:
Salaries \$61,879.97
Materials & Supplies 199.30
Postage & Reproduction of Records 249.13
Telephone 697.35
Total Expenditures City & County 63,025.75

City & County Appropriations - Unused:
Salaries \$.03
Reproduction of Records .87
Materials & Supplies .70
Telephone 2.65
Total Return to City & County 4.25

TOTAL DISBURSEMENTS CROCKER COMMERCIAL A/C
& CITY AND COUNTY APPROPRIATIONS \$413,950.85

ADD:
Interest on U.S. Bonds, Notes and Utility
Bonds Deposited to Regular Savings 16,261.70
Superior Court Filing Fees Deposited
to Regular Savings 16,705.00
Interest - Regular Savings Remaining on Deposit 2,588.31
Ledger Balance Commercial a/c, 6/30/77 10,215.87
\$459,721.73

CITY AND COUNTY APPROPRIATION
FOR THE FISCAL YEAR 1977-1978

The Board of Supervisors of the City and County of San Francisco has appropriated in the 1977-78 budget a total of \$82,972.00, consisting of \$65,617.00 for salaries, \$720.00 for telephone service, \$220.00 for stationery and office supplies, \$220.00 for postage, \$75.00 for reproduction of records and \$16,120.00 for mandatory fringe benefits (social security, retirement, and the health service system).

REPORT OF THE TREASURER

San Francisco, California
August 15, 1977

To the Board of Trustees of the
San Francisco Law Library

Gentlemen:

The Treasurer herewith files the following report of the financial affairs of the San Francisco Law Library for the fiscal year July 1, 1976 through June 30, 1977.

The moneys received by the Treasurer consist of filing and appearance fees collected by the County Clerk and the Clerk of the Municipal Court, interest on United States Bonds and Utility Bonds owned by the Library, interest on Savings accounts of the Library, and other miscellaneous income.

The total receipts from such sources during the year ended June 30, 1977 were:

Filing and appearance fees:

Superior Court	\$177,028.00
Municipal Court	<u>109,190.00</u>
	\$286,218.00

Interest on U.S. Bonds, Notes and Utility Bonds	16,261.70
---	-----------

Interest on Savings Accounts	2,588.31
------------------------------	----------

Miscellaneous Income

Income, Copying Machine - City Hall	1,730.22
Income, Copying Machine - Mills Branch	1,201.57
Income, Public Telephone - Mills Branch	57.02
Refunds	<u>170.61</u>
Total Miscellaneous Income	<u>3,159.42</u>
TOTAL	\$308,227.43

The interest on savings deposits is allowed to remain on deposit in savings as part of the Library's reserve funds, and checks received for bond and note interest are deposited in the Library's savings accounts.

The financial resources of the Library as of June 30, 1977, were:

Utility Bonds (P.V.)	\$130,000.00
U. S. Treasury Bonds (P.V.)	20,000.00
U. S. Treasury Notes (P.V.)	80,000.00
Money on deposit in Savings accounts	60,429.33
Bal. commercial a/c June 30, 1977	\$13,467.36
Less checks out June 30, 1977	<u>- 3,251.49</u>
LEDGER BALANCE	10,215.87
Balance on deposit in Revolving Fund	1,500.00
Photocopier Change Fund	<u>40.00</u>
	\$302,185.20

Payments from the Library's Funds were made by check signed by any member of the Board of Trustees, based upon warrants certified by the Librarian and any two members of the Board of Trustees. The by-laws were recently amended to permit warrant certification by the Librarian and one trustee.

With this report I submit the following exhibits:

1. All warrants issued covering the fiscal year ended June 30, 1977.
2. All checks issued on said warrants cancelled and returned as paid, except checks which have not cleared at the date of this report.
3. The savings pass books of accounts with Crocker National Bank, 1 Montgomery office, and Hibernia Bank, Main Office.
4. The book of deposit and monthly statements of the commercial account rendered during the period in respect to the commercial account of the Library with Crocker National Bank, 1 Montgomery Street office, San Francisco.

The fees collected by the County Clerk and the Clerk of the Municipal Court are paid by them to the Treasurer of the City and County of San Francisco, and thereafter by him to the Treasurer of the Law Library on City and County warrants issued by the Controller of San Francisco.

STATEMENT OF MONEYS RECEIVED AND EXPENDED

JULY 1, 1976 - JUNE 30, 1977

AS SHOWN BY THE LIBRARY'S COMMERCIAL ACCOUNT WITH
THE CROCKER NATIONAL BANK, 1 MONTGOMERY ST. OFFICE, SAN FRANCISCORECEIPTS

1976			
July	Superior Court Filing & Appearance Fees (June)	\$16,601.00	
	Municipal " " " " "	9,285.50	
	Balance due on Superior Court Filing & Appearance Fees collected April 30, 1976 to May 27, 1976	729.50	
Aug.	Income, Photocopy Machines, City Hall & Mills Br.	570.33	
	Superior Court Filing & Appearance Fees (July)	13,045.50	
	Municipal " " " " "	8,331.00	
Sept.	Income, Public Telephone, Mills Branch	15.12	
	Superior Court Filing & Appearance Fees (August)	15,860.00	
	Municipal " " " " "	9,042.50	
Oct.	Superior " " " " "	(Sep t) 13,351.00	
	Municipal " " " " "	8,352.50	
Nov.	Income, Photocopy Machines, City Hall & Mills Br.	599.05	
	Income, Public Telephone, Mills Branch	13.70	
	Superior Court Filing & Appearance Fees (Oct.)	13,942.50	
	Municipal " " " " "	8,971.00	
Dec.	Superior " " " " "	(Nov.) 13,780.00	
	Municipal " " " " "	9,266.50	
1977			
Jan.	Income, Photocopy Machines, City Hall & Mills Br.	542.49	
	Superior Court Filing & Appearance Fees (Dec.)	15,119.00	
	Municipal " " " " "	9,019.00	
Feb.	Income, Public Telephone, Mills Branch	13.52	
	Refund, Scribners Book Store	3.95	
	Superior Court Filing & Appearance Fees (Jan.)	13,318.50	
	Municipal " " " " "	8,569.50	
Mar.	Pacific Telephone & Teleg. Debentures Redeemed	42,764.00	
	Income, Photocopy Machine, City Hall	360.73	
	Superior Court Filing & Appearance Fees (Feb.)	13,780.00	
	Municipal " " " " "	8,872.50	
	Income, Photocopy Machine, Mills Branch	250.01	
	Transfer from Crocker Savings Account	20,000.00	
April	U.S. Bonds, Series H, Redeemed	14,998.00	
	Refunds, lost books (2) & Periodicals Discontinued	51.54	
	*Municipal Court Filing & Appearance Fees (March)	10,747.50	
May	Income, Public Telephone, Mills Branch	14.68	
	Refund, lost book	28.95	
	Superior Court Filing & Appearance Fees (April)	15,073.50	
	Municipal " " " " "	9,398.50	
	Refund, lost book	35.68	
June	Income, Copying Machines, City Hall & Mills Br.	609.18	
	Refund, Panel Publishers	50.49	
	Superior Court Filing & Appearance Fees (May)	15,722.50	
	Municipal " " " " "	9,334.00	
		\$350,434.42	

*Note: Superior Court filing fees (March)
\$16,705.00 deposited to Crocker
Savings April 11, 1977.

EXPENDITURES

1976

July	Warrant and Check Nos.	9719 - 9780	\$25,292.50
Aug.	" " "	9781 - 9837	21,985.13
Sept.	" " "	9838 - 9895	24,903.30
Oct.	" " "	9896 - 9953	23,974.73
Nov.	" " "	9954 - 10002	20,130.66
Dec.	" " "	10003 - 10051	26,634.30

1977

Jan.	" " "	10052 - 10137	25,910.87
Feb.	" " "	10138 - 10198	23,433.19
March	" " "	10199 - 10250	88,925.26
April	" " "	10251 - 10310	26,520.07
May	" " "	10311 - 10367	25,240.01
June	" " "	10368 - 10417	<u>17,970.83</u>
			\$350,920.85

Balance on hand last report 6/30/76 \$10,702.30
Add receipts listed above 350,434.42
 \$361,136.72

Less expenditures listed above - 350,920.85 = \$10,215.87

RECONCILEMENT WITH BANK BALANCE

June 30, 1977, Balance in Commercial Account
per statement of Crocker National Bank
1 Montgomery Street \$13,467.36

Less: Checks outstanding as of
June 30, 1977 -3,251.49 = \$10,215.87

STATEMENT OF SAVINGS ACCOUNTS

Law Library - June 30, 1977
Regular 5% Savings

	<u>Balance as of 6/30/76</u>	<u>Deposits</u>	<u>With- drawals</u>	<u>Interest Earned</u>	<u>Balance as of 6/30/77</u>
CROCKER NATIONAL BANK	\$23,191.35	\$23,657.90	\$20,000.00	\$1,272.10	\$28,121.35
HIBERNIA BANK	<u>21,682.97</u>	<u>9,308.80</u>	<u> </u>	<u>1,316.21</u>	<u>32,307.98</u>
	\$44,874.32	\$32,966.70	\$20,000.00	\$2,588.31	\$60,429.33
TOTAL Regular 5% Savings					\$60,429.33

FINANCIAL RESOURCES AND
INVESTMENTS OF THE SAN FRANCISCO LAW LIBRARY

as of June 30, 1976

Item	Par or Face Value	Interest Rate	Date Matures
1. Chesa. & Pot. Va. Bonds	\$10,000.00	8-3/4%	3/1/2010
2. Detroit Edison Bonds	10,000.00	8.15%	12/15/2000
3. Duke Power Co. Bonds	30,000.00	7-1/2%	3/1/2001
4. Northwestern Bell Bonds	10,000.00	7-7/8%	1/1/2011
5. Pac. Gas & Elec. Bonds	50,000.00	8%	6/1/2003
6. So. Calif. Edison Bonds	10,000.00	7-7/8%	12/1/1995
7. Union Electric Bonds	10,000.00	7-7/8%	1/1/2001
8. U.S. Treasury Bonds	20,000.00	7%	8/15/1981
9. U.S. Treasury Notes	20,000.00	7-7/8%	11/15/1982
10. U. S. Treasury Notes	60,000.00	8%	8/15/1986
11. Crocker Nat. Bank Savings	28,121.35	5%	
12. Hibernia Bank Savings	<u>32,307.98</u>	5%	
Total Investments	\$290,429.33		
Add: Balance Crocker Commercial a/c 6/30/77	10,215.87		
Balance on deposit in Revolving Fund	1,500.00		
Photocopier Change Fund	<u>40.00</u>		
Total assets as of 6/30/77	\$302,185.20		

Respectfully submitted,

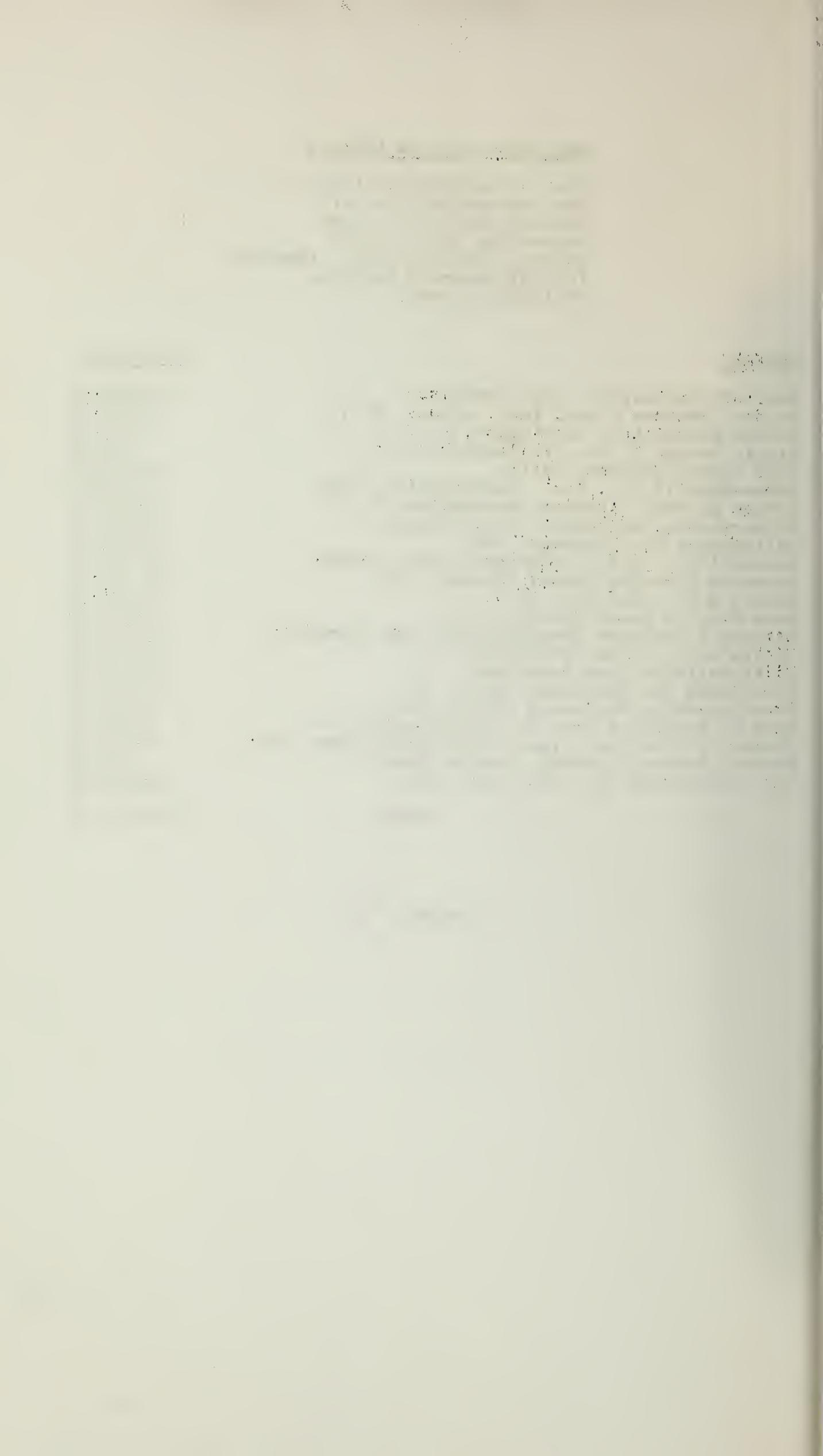
Richard E. Guggenheim,
Treasurer

San Francisco Law Library

List of business entities
and amounts paid out of
Library Funds for period
commencing July 1, 1976
through June 30, 1977. (Section
105 (d) proposed Conflict
of Interest Code)

<u>COMPANY</u>	<u>TOTAL PAID</u>
Bancroft-Whitney Co., San Francisco	\$10,831.66
Bender, Matthew & Co., Inc., Albany, N. Y.	8,688.67
Bernan Associates, Washington, D. C.	1,621.45
Bisel, George T. Co., Philadelphia, Pa.	702.99
Blue Cross, Oakland, Calif.	6,405.09
Bobbs-Merrill Co., Inc., Indianapolis, Ind.	1,534.62
Bureau of Natl. Affairs, Washington, D. C.	3,045.00
Butterworths, Agincourt, Ont., Canada	1,451.25
Callaghan & Co., Chicago, Ill.	5,579.74
Carswell Co., Ltd., Agincourt, Ont., Canada	4,977.75
Commerce Clearing House, Chicago, Ill.	10,525.44
Dennis & Co., Buffalo, N. Y.	1,331.58
Gane Bros. & Lane, Chicago, Ill.	2,023.72
Herring & Robinson (Bookbinders), San Francisco	15,193.89
Michie & Co., Charlottesville, Va.	1,536.52
Mills Building, San Francisco	16,200.00
Practising Law Institute, NYC., N.Y.	1,479.65
Prentice-Hall, Englewood Cliffs, N. J.	5,474.19
Fred B. Rothman & Co., So. Hackensack, N. J.	6,553.56
Shepard's Citations, Inc., Colorado Springs, Colo.	6,027.23
Warren, Gorham & Lamont, Boston, Mass.	776.60
West Publishing Co., St. Paul, Minn.	<u>22,627.37</u>
 TOTAL	\$134,587.97

APPENDIX "A"



JAN 11 1989

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO LAW LIBRARY

ANNUAL REPORT OF THE LIBRARIAN - SECRETARY

San Francisco, California

Fiscal Year 1987 - 1988

To the Board of Trustees of the
San Francisco Law Library:

The Librarian - Secretary of the San Francisco Law Library herewith presents his report of the administration of the Law Library for the fiscal year July 1, 1987 to June 30, 1988.

INTRODUCTORY

The management and maintenance of the Library and the policy heretofore established and approved by the Board has been the guide of the Librarian - Secretary.

ADMINISTRATIVE AFFAIRSIncome and Disbursements

The year's receipts from Superior and Municipal Court filing fees were \$610,132.00 as compared with \$637,504.00 for the fiscal year 1986-87, a decrease of \$27,372.00. Other income from interest on U.S. Notes and U.S. Treasury Bills, interest on Utility Bonds, interest on Savings, Money-Market and Commercial Accounts, and miscellaneous income amounted to \$44,548.46. The total income, excluding appropriations from the City and County, was \$654,680.46.

Operating expenses from Library funds, including the cost of Main Library and Branch Library administration totaled \$734,408.80. These expenditures consisted of \$458,407.69 for the purchase of legal materials and maintenance of the main and branch libraries, and \$276,001.11 for salaries, social security, unemployment insurance and health care coverage. A breakdown follows:

Operating Expenses - City Hall and Branch Libraries
Fiscal Year 1987-1988

Salaries

City Hall Library	\$155,956.97
Branch Library	<u>\$ 73,201.34</u>
	\$229,158.31
Social Security Tax Expense	\$ 12,029.04
Hospitalization Expense	\$ 32,034.33
Unemployment Insurance Expense	\$ 2,779.43

Operating Expenses

City Hall Library	
Materials and Supplies	\$ 4,573.04
Parcel Post & Postage	\$ 542.25
Equipment Purchased	\$ 2,108.70
Insurance	\$ 26,126.18
Telephone	\$ 240.34
Westlaw	<u>\$ 5,500.00</u>
	\$ 39,090.51

Operating Expenses

Branch Library	
Material and Supplies	\$ 746.06
Telephone	\$ 2,474.99
Relocation Expense	\$ 43,024.69
Rent	<u>\$ 46,908.00</u>
	\$ 93,153.74

Miscellaneous Expenses

City Hall Library	\$ 4,703.68
Branch Library	<u>\$ 1,019.97</u>
	\$ 5,723.65

Operating Cost of Library

City Hall Library	
Books	\$214,502.53
Bookbinding	<u>\$ 4,247.28</u>
Branch Library	
Books	\$ 99,010.73
Bookbinding	<u>\$ 1,923.25</u>
	\$319,683.79

Refunds

Superior Court	\$ 756.00
Municipal Court	<u>\$ 0.00</u>
	\$ 756.00
	\$734,408.80

Total Expenditures

City Hall Library	\$466,099.77
Branch Library	\$268,309.03

The expenditure from Law Library funds of \$734,408.80 compares with \$772,479.46 for the previous fiscal year, a decrease of \$38,070.66. Branch Library relocation expenses paid in fiscal year 1987-88 were \$43,024.69. This sum plus 1986-87 fiscal year payment of \$82,725.28 bring the total cost of Branch Library relocation and renovation to \$125,749.97.

The 1987-88 City and County of San Francisco fiscal appropriation for the Law Library was \$180,722.00. Detail of this appropriation is included as attachment A to this report.

ACQUISITIONS

The Main Library's accessions at the close of the fiscal year, June 30, 1988 numbered 248,885 an increase of 2,499 volumes over last year. Obsolete volumes removed and volumes sold from the years 1906 through June 30, 1988 total 13,359. Volumes of court records and briefs transferred in trust to Hastings College of Law in 1984 number 28,310, reducing the main Library's collection to 207,216 volumes.

The Branch Library's collection at the close of the fiscal year numbered 43,642 volumes. A total of 1,123 new accessions was added during the year.

The combined collection of the Main and Mills Branch Libraries consists of 250,858 volumes.

The total of 3,622 volumes added during the fiscal year 1987-88 generally may be classified as follows on page 4.

ACQUISITIONS - Continued

American Statutes	792
American Reports	780
American Periodicals	525
American Texts	695
American Digests	343
British Commonwealth Statutes	49
British Commonwealth Reports	28
British Commonwealth Digest	5
British Commonwealth Texts	6
British Periodicals	20
Other Foreign Statutes	12
Other Foreign Reports	10
Other Foreign Periodicals	10
Other Foreign Texts	3
Other Foreign Digests	1
Attorney's General Reports	32
Bar Assoc. & Judicial Councils	57
Shepard's Citators	156
Directories	34
Encyclopedias - Legal	44
Donations	<u>20</u>
	3,622

Looseleaf services published by Commerce Clearing House, Prentice-Hall Inc., Jury Verdicts Research Inc. Bureau of National Affairs, Matthew Bender Co., Research Institute of America and Callaghan & Co currently maintained at the City Hall Library number 40. Looseleaf services at the Branch Library number 23.

Subscriptions to legal periodicals are as follows:

City Hall

American	489
British Commonwealth	20
Other Foreign	6

Branch

American	<u>53</u>
	568

Audio-cassettes maintained at the Branch Library number 93.

INVESTMENTS AND RESOURCES

Investments:

The investment of the San Francisco Law Library in books and bookbinding at the close of the fiscal year totals \$5,553,101.94.

Resources:

The financial resources of the library as of June 30, 1988 are:

Utility Bonds (Current Market Value)	\$108,037.50
U.S. Treasury Notes	\$ 20,000.00
U.S. Treasury Bills	\$170,000.00
Money on deposit in Wells Fargo Bank Savings Acct.	\$ 33,247.57
Money on deposit in Wells Fargo Bank Market Rate Acct.	\$ 278.84
Ledger balance Commercial Account - June 30, 1987	\$ 7,226.37
Balance on deposit in Revolving Fund	\$ 2,500.00
Photocopier Change Fund	\$ 140.00
	<u>\$341,430.28</u>

These resources have been accumulated over the many years since the Library's destruction by earthquake and fire in 1906.

BRANCH LAW LIBRARY

This has been the thirty-ninth year of Branch Library operation.

In June 1987 the Financial District Branch of the San Francisco Law Library was relocated to new and spacious quarters in the Monadnock Building, 685 Market Street, Room 420. Total cost of this relocation was \$125,749.97, \$82,725.28 paid in fiscal year 1986-87 and \$43,024.69 in 1987-88. Branch Library operating expenses in fiscal year 1987-88 were \$268,309.03 with a breakdown as follows:

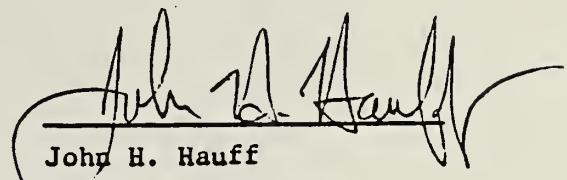
Books and Bookbinding	\$100,933.98
Salaries	\$ 73,201.34
Rent	\$ 46,908.00
Telephone	\$ 2,474.99
Material and Supplies	\$ 746.06
Miscellaneous	\$ 1,019.97
Relocation Expenses	<u>\$ 43,024.69</u>
	\$268,309.03

The Branch Library hours are: 9:00 A.M. to 9:00 P.M. Monday to Friday, 9:00 A.M. to 5:00 P.M. on Saturdays and 12:00 Noon to 4:00 P.M. on Sundays and Holidays. The Branch is closed on Christmas, New Years, 4th of July, and Thanksgiving.

ACKNOWLEDGEMENT

Acknowledgement is due to the officers and the Executive Committee of the Board of Trustees for their cooperation and the generous expenditure of their time and energy for the Library's welfare; and also to the Library staff individually and as a unit for their fidelity and loyal service.

Respectfully submitted,


John H. Hauff
Librarian - Secretary

Dated: OCT - 3 1988

NOTE: This Report is scheduled for publication

JAN 25 1989

Following approval by the Board of Trustees at the Annual Meeting

SUPPLEMENTAL REPORT
CITY AND COUNTY OF SAN FRANCISCO
FISCAL APPROPRIATION
JULY 1, 1987 - JUNE 30, 1988

The foregoing report concerns only the administration of funds received by the Library from filing and appearance fees as provided by statute, investment income and miscellaneous income.

In Addition thereto, the City and County of San Francisco fiscal appropriation, 1987-88, amounted to \$180,722.00, of that sum \$140,625.00 was appropriated for regular salaries and \$37,647.00 for mandatory fringe benefits. Of the remainder \$1,200.00 for telephone service, \$500.00 for postage, \$250.00 for reproduction of records, and \$500.00 for material and supplies. Unused balance in these accounts are returned to the City and County of San Francisco at the end of the fiscal year.

San Francisco City and County Appropriations, 1987-88

Expended:

Salaries	\$140,625.00
Mandatory Fringe Benefits	\$ 37,647.00
Telephone	\$ 1,186.32
Postage	\$ 500.00
Reproduction of Records	\$ 250.00
Materials and Supplies	\$ <u>500.00</u> \$180,708.32

San Francisco City and County Appropriations, 1987-88

Unused Balance:

Telephone	\$ 13.68	\$ <u>13.68</u>
		\$180,722.00

SAN FRANCISCO LAW LIBRARY

REPORT OF THE TREASURER

JAN 11 1989

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco, California

Fiscal Year 1987 - 1988

To the Board of Trustees of the
San Francisco Law Library:

The Treasurer herewith files the following report of the financial affairs of the San Francisco Law Library for the fiscal year July 1, 1987 through June 30, 1988.

The moneys received by the Treasurer consist of filing and appearance fees collected by the County Clerk and the Clerk of the Municipal Court, investment income and miscellaneous income.

The total receipts from such sources during the year ended June 30, 1988 were:

Filing and Appearance Fees:

Superior Court	\$354,024.00
Municipal Court	\$256,108.00
	\$610,132.00

Interest on U.S. Notes,

U.S. Treasury Bills,

Utility Bonds	\$ 21,139.00
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Interest, Savings Account	\$ 1,491.24
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Interest, Market Rate Account	\$ 1,084.77
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Interest, Commercial Account	\$ 1,718.39
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Miscellaneous Income

Income, Copying Machines	
City Hall	\$ 2,941.11

Income, Copying Machines	
Branch	\$ 1,556.40

Book Refunds	\$ 337.25
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Miscellaneous Refunds	\$ 13,762.33
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Interlibrary Loan	\$ 17.02
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Donations	\$ 500.95
	\$ 19,115.06

TOTAL:	\$654,680.46
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The interest on savings deposits is allowed to remain on deposit as part of reserve funds. Checks received for bond and note interest are deposited in the Library's savings account with Wells Fargo Bank, One Montgomery Street.

The investments and financial resources of the San Francisco Law Library are listed in detail on pages 6 and 7 of this report. In summary, the assets of the Law Library as of June 30, 1988 are:

Utility Bonds (Current Market Value)	\$108,037.50
U.S. Treasury Notes	\$ 20,000.00
U.s. Treasury Bills	\$170,000.00
Money on deposit in Wells Fargo Bank Savings Acct.	\$ 33,247.57
Money on deposit in Wells Fargo Bank Market Rate Acct.	\$ 278.84
Ledger balance Commercial Account - June 30, 1987	\$ 7,226.37
Balance on deposit in Revolving Fund	\$ 2,500.00
Photocopier Change Fund	<u>\$ 140.00</u>
	\$341,430.28

Payments from the Library's funds were made by check signed by the Treasurer, based upon multiple check vouchers certified by the Librarian and one Trustee.

The following exhibits are available at the office of the Law Library, Room 436 City Hall.

1. All vouchers issued covering the fiscal year ended June 30, 1988.
2. All checks issued on said vouchers that have been cancelled and returned as paid, except checks which have not cleared at the date of this report.
3. The savings passbook of account with Wells Fargo Bank, One Montgomery Street Office, Account No. 6295-036354
4. The market-rate passbook of account with Wells Fargo Bank One Montgomery Street, Account No. 6295-012900
5. The book of deposit and monthly statements of the commercial account rendered during the period in respect to the commercial account of the Library with Wells Fargo Bank, One Montgomery Street Office, Account No. 0295-006852

The fees collected by the County Clerk and the Clerk of the Municipal Court are deposited with the Treasurer of the City and County of San Francisco, and thereafter paid to the Treasurer of the Law Library on warrants issued by the Controller of San Francisco.

STATEMENT OF RECEIPTS AND DISBURSEMENTS

JULY 1, 1987 - JUNE 30, 1988

AS SHOWN BY THE LIBRARY'S COMMERCIAL ACCOUNT WITH
THE WELLS FARGO BANK, 1 MONTGOMERY ST. OFFICE, SAN FRANCISCORECEIPTS187

July Superior and Municipal Court Filing Fees (June)	\$ 56,736.00
Refunds for Lost Books and Income Branch Public Telephone	98.96
Refund, Mason-McDuffie Insurance	676.00
Transfer from Savings Account	35,000.00*
Interest, Commercial Account	315.08
Aug. Income, Copy Machines and Refund for Lost Book	475.90
Superior and Municipal Court Filing Fees (July)	52,296.00
Interest, Commercial Account	158.31
Sept. Income, Copy Machines	369.97
Transfer from Market-Rate Account	25,000.00*
Superior and Municipal Court Filing Fees (August)	48,204.00
Interest, Commercial Account	150.36
Oct. Interlibrary Loan Charges and Income, Copy Machines	523.26
Superior and Municipal Court Filing Fees (Sept.)	46,712.00
Interest, Commercial Account	139.97
Nov. Refunds, Annual Meeting Luncheon and Interlibrary Loan	11.40
Income, Copy Machines	342.16
Transfer from Market-Rate Account	20,000.00*
Superior and Municipal Court Filing Fees (Oct.)	46,800.00
Interest, Commercial Account	163.31
Miscellaneous Refunds and Income, Copy Machines	379.63
Dec. Refund, Practising Law Institute and Interlibrary Copying Charge	93.36
Superior and Municipal Court Filing Fees (Nov.)	45,552.00
Interest, Commercial Account	131.87

988

Jan. Donation to S.F.L.L.	250.00
Superior and Municipal Court Filing Fees (Dec.)	53,636.00
Interest, Commercial Account	111.68
Refund, Shepards/McGraw-Hill and Income, Copy Machines	386.63
Refund, Hartford Insurance	12,896.25
Feb. Refund, Interlibrary Copying Charges	17.00
Superior and Municipal Court Filing Fees (Jan.)	46,500.00
Miscellaneous Refunds and Income, Copy Machines	431.66
Interest, Commercial Account	92.71
Income, Copy Machines	484.61
Mar. Refund, Lost Book	9.00
Investment Income Deposited to Commercial Acct.	437.50
Superior and Municipal Court Filing Fees (Feb.)	52,776.00
Interest, Commercial Account	85.42
Apr. Income, Copy Machines	375.16
Transfer from Market-Rate Account	15,000.00*
Superior and Municipal Court Filing Fees (March)	59,880.00
Interest, Commercial Account	130.34
Interlibrary Loan Charge	10.00
Refund, Lost Book	27.69
Transfer from Savings Account	10,000.00*
May. Donation to S.F.L.L. and Miscellaneous Refunds	273.43
Income, Copy Machines	446.26
Superior and Municipal Court Filing Fees (April)	50,748.00
Miscellaneous Refunds	81.47
Interest, Commercial Account	109.47
Jun. Income, Copy Machines and Miscellaneous Refunds	515.88
Superior and Municipal Court Filing Fees (May)	51,048.00
Interest, Commercial Account	129.87
	\$737,219.57

DISBURSEMENTS

1987

July	Check Nos.	518 - 592	\$71,166.46
Aug.	"	593 - 653	\$66,143.97
Sept.	"	654 - 701	\$53,335.53
Oct.	"	702 - 754	\$58,208.02
Nov.	"	755 - 815	\$62,866.31
Dec.	"	816 - 874	\$60,729.41

1988

Jan.	"	875 - 935	\$67,094.57
Feb.	"	936 - 990	\$53,561.58
Mar.	"	991 - 1044	\$42,475.14
Apr.	"	1045 - 1101	\$87,497.46
May	"	1102 - 1153	\$48,476.31
June	"	1154 - 1208	<u>\$63,699.44</u>
			\$735,254.20

Balance on hand in Commercial Account

6/30/1987 \$5,261.00

Add receipts and transfers of

Law Library Funds listed on page
three + \$737,219.57

Less disbursements listed

above - \$735,254.20

Ledger balance in Commercial Account

WELLS FARGO BANK

STATEMENT OF SAVINGS ACCOUNT NO. 6295-036354

JULY 1, 1987 - JUNE 30, 1988

<u>Balance as of 6/30/87</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Interest Earned</u>	<u>Balance as of 6/30/88</u>
\$56,054.83	\$20,701.50	\$45,000.00	\$1,491.24	\$33,247.57

WELLS FARGO BANK

STATEMENT OF MARKET RATE ACCOUNT NO. 6295-012900

JULY 1, 1987 - JUNE 30, 1988

<u>Balance as of 6/30/87</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Interest Earned</u>	<u>Balance as of 6/30/88</u>
\$59,209.07	-0-	\$60,015.00	\$1,084.77	\$278.84

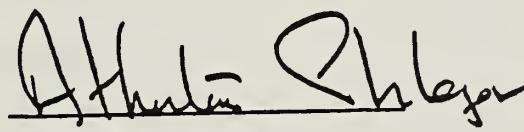
FINANCIAL RESOURCES AND
INVESTMENTS OF THE SAN FRANCISCO LAW LIBRARY
AS OF JUNE 30, 1988

	Item	Current Market Value	Interest Rate	Date Matures
1.	Chesapeake & Potomac Telephone Co. of Virginia, 40 year Debentures Par Value: \$10,000.00 Date Purchased: March 12, 1970 Purchase Price: \$10,152.92	\$ 8,762.50	8.3/4%	3/1/2010
2.	Detroit Edison General & Refund. Mortgage Bonds, Series V Par Value: \$10,000.00 Date Purchased: February 8, 1971 Purchase Price: \$10,873.10	\$ 8,550.00	8.15%	12/15/2000
3.	Duke Power Co. First & Refund. Mortgage Bonds Par Value: \$30,000.00 Date Purchased: April 20, 1971 Purchase Price: \$30,216.25	\$ 24,337.50	7.1/2%	3/1/2001
4.	Northwestern Bell Telephone Co. 40 year Debentures Par Value: \$10,000.00 Date Purchased: February 8, 1971 Purchase Price: \$10,720.94	\$ 8,400.00	7.7/8%	1/1/2011
5.	Pacific Gas & Electric, First & Refunding Mortgage Bonds Series WW Par Value: \$50,000.00 Date Purchased: May 18, 1971 Purchase Price: \$51,998.33	\$ 40,687.50	8%	6/1/2003
6.	Southern California Edison Co. First & Refunding Mortgage Bonds, Series Z Par Value: \$10,000.00 Date Purchased: February 8, 1971 Purchase Price: \$10,761.56	\$ 9,125.00	7.7/8%	12/1/1995
7.	Union Electric Co. First Mortgage Bonds Par Value: \$10,000.00 Date Purchased: February 8, 1971 Purchase Price: \$10,683.44	<u>\$ 8,175.00</u> \$108,037.50 =====	7.7/8%	1/1/2001

CONTINUED ON PAGE 7 -----

Item	Value	Interest Rate	Date Matures
1-7. Utility Bonds Listed on Page 6	\$108,037.50		
8. United States Treasury Notes	\$ 20,000.00	10.3/4%	11/15/89
9. United States Treasury Bills	\$ 70,000.00	7.09 %	1/19/89
10. Unites States Treasury Bills	\$100,000.00	6.26 %	10/13/88
11. Wells Fargo Bank Savings Account No. 6295-036354	\$ 33,247.57	5.127%	
12. Wells Fargo Bank Market Rate Account No. 6295-012900	<u>\$ 278.84</u>	4.646%	
Total Investments:	\$331,563.91		
Add: Ledger Balance Commercial Acct. 6/30/1988	\$ 7,226.37	4.081%	
Balance on Deposit in Revolving Fund	\$ 2,500.00		
Photocopier Change Fund	<u>\$ 140.00</u>		
Total Assets as of June 30, 1988:	\$341,430.28		

Respectfully submitted



ATHERTON PHLEGER,
TREASURER

DATED: OCT - 5 1988

JAN 25 1989

NOTE: This report is scheduled for publication
Following approval by the Board of Trustees at the Annual Meeting

SAN FRANCISCO LAW LIBRARY

List of Business Entities and Amounts Paid
From Law Library Funds in Excess of \$600.00
For Period Commencing July 1, 1987 - June 30, 1988
(Section 105 (d) Conflict of Interest Code)

<u>COMPANY</u>	<u>TOTAL PAID</u>
Abacus Printing, San Francisco, CA	\$ 1,401.65
American Bar Association, Chicago, ILL.	\$ 1,425.08
American Law Institute, Philadelphia, PA	\$ 872.25
AT & T Information Services, Oakland, CA	\$ 653.28
Anderson Publishing Co. Cincinnati, OH	\$ 1,492.32
Bancroft-Whitney Co. San Francisco, CA	\$ 23,396.47
Matthew Bender & Co., Albany, NY	\$ 43,990.99
Bernan Associates, Lanham, MD	\$ 2,620.00
Geo. T. Bisel Co., Philadelphia, PA	\$ 667.99
Blue Cross, Oakland, CA	\$ 32,034.33
Book Publishing Co., Seattle, Washington	\$ 1,035.74
Bureau of National Affairs, Washington, DC	\$ 6,192.68
Butterworth Legal Publishers, Redmond, Washington	\$ 1,050.75
California, University of Continuing Education of the Bar, Berkeley, CA	\$ 8,298.84
Callaghan and Co., Chicago, ILL	\$ 16,057.55
Canada Law Book Inc. Ontario, Canada	\$ 767.75
Carswell Company Ltd. Agincourt, Ontario, Canada	\$ 5,688.18
Clark Boardman and Co. NYC	\$ 3,656.83
Commerce Clearing House, Inc. Chicago, ILL	\$ 24,385.11
Davis and Futernick Bookbinding Co., Burlingame, CA	\$ 6,170.53
Wm. Gaunt & Sons, Holmes Beach, FLA	\$ 4,507.88
Harrison Company, Norcross, Virginia	\$ 986.65
Hartford Insurnace, Hartford, CT	\$ 9,220.69
William S. Hein & Co., Inc. Buffalo, NY	\$ 1,597.52
Hogue & Associates, San Francisco, CA	\$ 751.89
International Business Machines Corp., S.F. CA	\$ 686.00
Little, Brown and Co., Boston, MASS	\$ 2,867.66
Bob Maloy & Associates, Brisbane, CA	\$ 5,531.00
Mason-McDuffie Insurance, Orinda, CA	\$ 4,395.25
Michie & Co., Charlottesville, VA	\$ 5,898.12
Monadnock Building Associates, S.F., CA	\$ 74,299.00
Nor-Cal Moving Services, San Leandro, CA	\$ 5,590.14
Patrick & Company, San Francisco, CA	\$ 690.04
Practising Law Institute, NYC.	\$ 1,750.67
Prentice-Hall, Englewood Cliffs, NJ	\$ 5,039.11
Public Utilities Reports, Inc. Arlington, VA	\$ 640.00
Research Institute of America, Mount Kisco, NY	\$ 1,023.00
Robinson, Mills and Williams - Architects, S.F., CA	\$ 2,585.30
Fred B. Rothman & Co. Littleton, COL.	\$ 9,836.76
Rutter Group, Encino, CA	\$ 1,088.44
Shepard's/McGraw-Hill, Colorado Springs, COL	\$ 29,863.32
Warren, Gorham & Lamont, Boston, MASS.	\$ 3,235.39
West Publishing Co. St. Paul, MINN.	\$ 57,291.01
West Publishing Co. - WESTLAW, St. Paul, MINN.	\$ 7,667.45
	\$418,900.61
	=====



